



## Wasatch County

Planning Department  
55 S 500 East Heber City, UT 84032  
(435) 657-3205  
planning@wasatch.utah.gov

Application #:	
Zone:	
Tax ID Number:	
Date Received:	
Received By:	
Reviewed By:	
Date Completed:	

### Application for Overall Preliminary Site Plan/Plat Submittal - JSPA

Application Fee: \$300 + \$100 per lot /unit / ERU + Costs (Cost may include Out-of-Pocket account, legal noticing or mailings)

*Note: Applicant must check off each item and provide the attached checklist with the application or it will not be processed.*

#### Owner(s) of Record

Full Name:			Date:
Last	First	M.I.	
Address:			
Street Address		Apartment/Unit #	
City	State	ZIP Code	
Phone:	E-mail Address:		

#### Applicant or Authorized Representative (if other than above owner) to Whom All Correspondence Is To Be Sent

Full Name:			
Last	First	M.I.	
Address:			
Street Address		Apartment/Unit #	
City	State	ZIP Code	
Phone:	E-mail Address:		

#### Project Information

Project Name:			
Planning Area: (See Land Use Map in the Wasatch County General Plan – map #23, page 135)			
Project Location:			
Street Address		Subdivision/City	
Parcel Number(s)	Section(s)	Township(s)	Range(s)
Project Description: (Including number of lots or units, acreage and/or building square footage)			
Prior Approvals and Conditions: (list any prior county approval/permits issued for the subject property as well as any conditions from them)			

***The below checklist must be included with your application with all items checked off as complete or your application will not be processed.***

## **Overall Preliminary Site Plan/Plat Submittal Checklist**

### **Requirements:**

In order to demonstrate compliance with sections 4,5,6, and 7 of the JSPA code. The following documents and plans are required to be submitted to the Wasatch County Planning Department for review and comment as part of the overall preliminary site plan/ preliminary plat submittal. The Wasatch County Planning Department will review the documents and determine if the submittal is complete, and make a preliminary determination for consistency with the JSPA intent. If the preliminary design is deemed inconsistent the Planning Department will outline the inconsistencies and work with the applicant to amend the submittal. In many cases some submission requirements may be redundant with the preliminary master plan application. In such cases the information may be shown on one plan to simplify the application. In no cases shall any of the required information be waved from the requirement. The following items are minimum requirements for submission to the Planning Department:

**In addition to these requirements, a copy of the entire application and all documents in 'pdf' form on a CD must be submitted:**

### **Requirements:**

1. Preliminary site plan/preliminary plat design
  - ☐ Two (2) copies of plans; submitted on 24"x36" dimension as well as electronically on disk in PDF format.
  - ☐ One (1) complete 11"x17" reduced set of entire application/all documents.
  - ☐ One (1) copy electronic file: DWG, DXF, file format in either State Plane Central Zone NAD 27 or 83 or UTM NAD 27 or 83 (in feet of meters) coordinate system
2. Each set of plans shall show a minimum of the following:
  - ☐ The overall concept site plan shall be submitted at a minimum 1" = 200' (or as noted or directed by County Planning Director).
  - ☐ Project name and address
  - ☐ North point, scale, date
  - ☐ Survey
  - ☐ Nearest section corner tie, township(s) & range(s)
  - ☐ Acreage, property dimensions, project perimeter, legal description
  - ☐ Location of entire development in relation to surrounding neighborhoods & developments.
  - ☐ Existing topography at 2-foot contour interval
  - ☐ Soil testing and geotechnical
3. Site Layout Plans
  - ☐ Overall Development - CALCULATION OF ERU'S BY NUMBER AND SQUARE FOOTAGE OF ROOMS
  - ☐ Building Massing and Locations
  - ☐ Heights
  - ☐ Sections/Elevations
  - ☐ Building footprints
  - ☐ Pedestrian linkages – Hardscape Plan (minimum scale 1"=40') or as approved by the Wasatch County Planning Director
  - ☐ Public Spaces with acres
  - ☐ Landscape Plan
  - ☐ Illustrating evergreen/deciduous plant massing
  - ☐ Proposed plant species & sizes
  - ☐ Irrigation system
  - ☐ Re-vegetation of cuts and fills

- ☐ Included with topographic lines
  - ☐ Roads
  - ☐ Parking – Structured or Surface showing access, loading, bus pull outs and/or proposed mass transit plans
  - ☐ Phasing Plan
  - ☐ Land Use Plan
  - ☐ Land use type breakdown
  - ☐ Summary of Acreage, Density, ERU's, and Office, Commercial, and residential square footage
  - ☐ Retaining walls and locations and proposed heights above finished grade
4. Site Preservation Areas
- ☐ Open space
  - ☐ Protected and conservation areas
  - ☐ Sensitive areas
5. Mobility Plans
- ☐ Vehicular Circulation Master Plan
    - ☐ Road Network–Plans and sections
    - ☐ Indicate and label all streets, points of ingress and egress to the site
    - ☐ Secondary access locations and widths
    - ☐ Service access and screening
    - ☐ Parking Plan – Structured and Surface
    - ☐ Curb cuts within the property or adjacent thereto
    - ☐ Refuse collection areas
  - ☐ Transit Master Plan (if necessary)
    - ☐ Coordinate with County
  - ☐ Pedestrian Circulation Plan
    - ☐ Internal site walks & paths
    - ☐ Trails and cart path master plan
      - ☐ Compliance with JSPA Trails Master Plan
      - ☐ Phasing and fees
      - ☐ Trail types
      - ☐ Trail maintenance plan
6. Utility Plans
- ☐ Proposed tank locations and capacities
  - ☐ Service zones for each tank
  - ☐ Culinary water
  - ☐ Waste water
  - ☐ Secondary water systems
  - ☐ Grading & Storm Drainage Plans
  - ☐ Grading plans illustrating cut and fill with limits of disturbance
  - ☐ Storm water quality measures
  - ☐ Storm water management facilities
  - ☐ Concept drainage
  - ☐ Conformance with Jordanelle Master Drainage Plan
  - ☐ Conformance with Appendix E of the Wasatch County “Guide for Erosion and Sediment Control”
  - ☐ Dry utilities
  - ☐ Natural Gas
  - ☐ Electricity
  - ☐ Communications
  - ☐ Utility access and screening
  - ☐ Provide a Will-serve letter from each of the following:
    - ☐ Gas Company
    - ☐ Electric Company Rocky Mountain Power or others
    - ☐ Special Services District indicating the availability of water service and sewer service

- ☐ Fire Service
  - ☐ Police Service
  - ☐ Public Works: ie: garbage collection & road maintenance
  - ☐ Health Department
  - ☐ Proof that property taxes are paid-to-date
7. Viewshed Analysis
- ☐ Updated from constraints analysis
8. Guidelines and Plans
- ☐ Preliminary Design Guidelines for Standard Design Elements:
  - ☐ Signage, Branding and Wayfinding
  - ☐ Trails and Cart Path
  - ☐ Architectural Materials and Design Handbook Style Guide
  - ☐ Residential and Resort Village Areas
    - ☐ Building Siting and Orientation
    - ☐ Building Height and Massing
    - ☐ Service Doors
    - ☐ Garage Doors
  - ☐ Resort Village
    - ☐ Special Building Forms
    - ☐ Plazas, squares and public spaces.
    - ☐ Resort Village Envelopes
    - ☐ Resort Village Retail Storefronts
    - ☐ Public Restrooms
    - ☐ Resort Village Buildings Siting and Orientation Guidelines
    - ☐ Building and Streetscape Lighting
    - ☐ Resort Village Building Design Guidelines
  - ☐ Public Amenities Plan (in coordination with landscape plan)
    - ☐ Walls, water features, boulders, lighting, bike and ski/board racks, benches etc.
  - ☐ Parking Guidelines and Plans
    - ☐ Resort Village Street Parking Guidelines
    - ☐ Visual screening of surface parking and structures
    - ☐ Parking area design
      - ☐ Surface parking lot guidelines
      - ☐ Parking structure guidelines
  - ☐ Recreational Plans
    - ☐ Golf Plan
    - ☐ Ski Plan
    - ☐ Ski System integration plan
  - ☐ Dark Sky Initiative Compliance
  - ☐ Snow management plan
  - ☐ Refuse removal management plan
  - ☐ Recreational uses
  - ☐ Bridges
  - ☐ Golf Related Design Issues
  - ☐ Water Quality Guidelines compliance statement
  - ☐ Erosion Control Guidelines
  - ☐ Fences
  - ☐ Project Access Guidelines
  - ☐ Gated Communities
  - ☐ Snowmobiles
  - ☐ Affordable Housing
  - ☐ Noise abatement

- ☐ Development next to Hwy 40
  - ☐ Mechanical HVAC systems
  - ☐ Amphitheaters and Special Events
  - ☐ Entertainment Venues
  - ☐ Utility Lines Locations
  - ☐ Substations & Electrical Transformers
  - ☐ Telephone Central Offices
  - ☐ Transit System
9. Draft copies of the following:
- ☐ Article of Incorporation and Bylaws for the Property Owners Association
  - ☐ Development Agreement

### **Please Read And Sign Before Application Submittal**

I declare under penalty of perjury that I am the owner or authorized agent of the property subject to this request and the foregoing statements, answers and attached documents are true and correct. I also certify that I have fully completed the application and provided all of the above listed items other than those specifically deemed not necessary by the Planning Department. As the applicant for this proposal, I understand that applications will be reviewed for completeness by planning department staff. If complete, the application will be vested under laws and ordinances in place at the time the application was submitted but is still subject to approval from the JSPA Planning Commission and Wasatch County Council. Incomplete applications will be returned to the applicant. I further understand I will be notified when my application has been deemed complete. At that time, I expect that my application will be processed within a reasonable time, considering the work load of the Planning Department.

Signature of  
Owner/ Agent: \_\_\_\_\_ Date: \_\_\_\_\_

### **IMPORTANT:**

**Your application cannot be processed until determined complete by the Planning Staff. An application shall be considered complete when all applicable fees (such as: Special Service District, fire, out-of-pocket expenses, etc.) are paid and all items listed on the application and included checklist are provided or considered not applicable by the Planning Office. All application fees are non-refundable.**